

# Accounting I - Syllabus

2014-2015 Central York High School

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## **Accounting Course Description**

Students will learn the principles and practices of accounting as they apply to both service and merchandising businesses that are organized as sole proprietorships. Students will use mini-practice sets and simulations to gain an insight into current accounting procedures. Accounting I is a valuable foundation for any student considering immediate employment or post-secondary education.

## **Course Goals and Objectives**

Build a foundation of understanding of the double-entry system of accounting.

Complete one accounting cycle for a service business organized as a sole proprietorship.

Complete one accounting cycle for a merchandising business organized as a sole proprietorship.

## **Textbooks and Other Course Material**

Students will complete Chapters 1-17 in the textbook, Southwestern Century 21 Accounting. Students will complete two mini-practice simulations.

## **Material Needed By Students:**

blue or black pen

pencil

calculator

ruler

## **Classwork and Make Up Work**

- **CHECK CLASS WIKI FOR ALL DAILY ASSIGNMENTS**
- Absent work will be due the day following your return to school.
- MISSED ASSIGNMENTS ARE YOUR RESPONSIBILITY—NOT THE TEACHER'S

## **Late Work**

- ALL work should be completed by its assigned due date, however, I understand that things happen (you forget to do it, you leave it at home, etc.). I will accept late work, with a 10% deduction for each day it is late, after ten days it will become a zero permanently.

## **Classroom Behavior**

- Practice the 3 R's
  - ✓ Respectful
  - ✓ Responsible
  - ✓ Reliable
- Come to class ready to participate.
- Push in chair at the end of the period.
- Discard trash.

## **Consequences:**

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: Call home and/or student teacher conference

3<sup>rd</sup> Offense: After school detention w/ teacher

4<sup>th</sup> Offense: Write-up / Send to discipline office

## **Daily Attendance is important to your success**

- Be on time to class every day.
- Skipping or being tardy to class will NOT be tolerated, any student who is caught skipping or is chronically coming to class late will be written-up and sent to the discipline office.
- Have supplies with you, you will not be permitted to go to your locker to get any assignments that are due.

Student's Signature \_\_\_\_\_ Parent/Guardian's Signature \_\_\_\_\_